


# Okaloosa County Board of County Commissioners

## Administrative Directive



Title: COVID-19 Protective Measures for Vulnerable Populations		
Special Order #: BCC CAO-20-03	Effective Date: 03/25/20	Amends: N/A
Organizational Unit:  All-Countywide BCC	PDMS Index #: BCC CAO 20-03	Accreditation Standards: N/A
Approved:  		
_____ Administrator/Deputy Administrator		_____ Chairman of the Board

### I. Purpose:

To limit the spread of COVID-19 and implement precautions issued by the Governor of the State of Florida in an effort to protect employees and the public.

### II. Policy:

It is the policy of the Board during periods of pandemic disease/virus to authorize the County Administrator to vary from established policies and procedures to the extent necessary to carry on efficient operations of the county.

The practical application of this variance will be managed by the Administrator during this period in compliance with applicable federal and state laws. The Administrator and/or designee will notify the Board if material changes in policy result in substantial impacts to employees or services.

Pursuant to section 381.00315(1), F.S., and Executive Order 20-83, the State Surgeon General and State Health Officer issued a public health advisory urging all individuals over the age of 65 and all individuals of any age with high-risk conditions urging them to remain in their residence and to take all measures to limit the risk of exposure to COVID-19. High-risk conditions include, but are not limited to, chronic lung disease; moderate to severe asthma; serious heart conditions; immunocompromised status (as a result of cancer treatment, bone marrow or organ transplant, immune deficiencies, poorly controlled HIV or AIDS, or prolonged use of corticosteroids and other immune weakening medications); cancer; severe obesity; diabetes; renal failure; and liver disease.

### **III. Authority:**

Okaloosa County Human Resources Policy Manual Chapter XXIV – HEALTH CRISIS  
MANAGEMENT POLICY, Section A – Pandemic Disease/Virus;  
Executive Order 20-83 State of Florida

### **IV: Definitions:**

CDC - Centers for Disease Control and Prevention  
DOH - Florida Department of Health

### **V. Procedures:**

#### **A. Employee Guidance:**

- i. Employees who are over 65 years of age or who have high-risk conditions may request to stay home from work to limit their exposure to COVID-19. Employees will be authorized to use their accrued sick or annual leave to cover such absences from work. Upon exhaustion of their accrued leave, employees may use leave without pay to cover the absence until the public health advisory is suspended by the State Surgeon General and State Health Officer. An employee may not use sick leave pool time for such absences.
- ii. Vulnerable employees are urged to review the State's guidance specific to the listed conditions and make work-related decisions accordingly. It is the employee's responsibility to determine level of personal risk and whether or not to continue working as assigned or to leave the work location and go home.
- iii. If the employee's work assignment is conducive to work from home, the employee may request consideration from their department director to work from home. The Director must determine if Telework is feasible for the employee, and if approved by the Director, then such request must be approved by the County Administrator to authorize Telework for some or all of this time at home, subject to the county's Telework Agreement and Policy.

#### **B. Department Director Guidance:**

- i. Employees who fall into the age or high-risk conditions categories, and who request to stay home, must be granted use of their accrued leave to cover such absences from work. Upon exhaustion of their accrued leave, employees may use leave without pay to cover the period until the public health advisory is suspended by the State Surgeon General and State Health Officer.
- ii. Department Directors and staff must not require employees to go home who are over 65 years of age, or who have high-risk conditions.
- iii. If the employee's work assignment is conducive to work from home, the department director may request authorization from the County Administrator to authorize Telework for some or all of this time at home, subject to the county's Telework Agreement and Policy.